

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

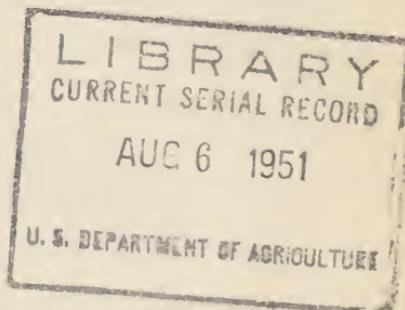
4 Bi UNITED STATES DEPARTMENT OF AGRICULTURE
BIBLIOGRAPHICAL BULLETIN NO. 16

Washington, D. C.

Issued June 1951

3
BIBLIOGRAPHIC STYLE
A Manual for Use in the Division of Bibliography
of the Library

Prepared under the direction of
MARGARET S. BRYANT,
Chief, Division of Bibliography, Library



5a United States
Government Printing Office
5a Washington : 1951
5c

UNITED STATES DEPARTMENT OF AGRICULTURE
BIBLIOGRAPHICAL BULLETIN NO. 16

Washington, D. C.

Issued June 1951

BIBLIOGRAPHIC STYLE
A Manual for Use in the Division of Bibliography
of the Library

Prepared under the direction of MARGARET S. BRYANT, Chief,
Division of Bibliography, Library

ABBREVIATIONS.

1. Authorities.

- a. U. S. Government Printing Office Style Manual except where other authorities are specified.
 - b. For titles of serials:
 - (1) Authority file (on slips)
 - (2) U. S. D. A. Bibliog. B. 12:331-349.
 - c. For single words use U. S. D. A. Bibliog. B. 12:331-349.

2. Special abbreviations as follows:

- a. For use in collation:
 - colored - col.
 - illustration - illus.
 - page or pages - p.
 - part or parts - pt.
 - volume or volumes - v.

- b. For use in citation and in imprint:
and - &
new series - n. s.
Quarter - Q.
U. S. Dept. Agr. - U. S. D. A.

- c. For use in notes:

 - chapter or chapters - Ch.
 - page or pages - p.
 - part or parts - Pt.
 - section or sections - Sect.
 - volume - Vol.

- d. For use in author entries and in indexes:
These abbreviations may be used also for foreign equivalents of these terms as shown in Bibliog. B. 12
Administration - Admin.
Branch - Br.

ABBREVIATIONS--Continued.

Bureau - Bur.
 Company - Co.
 Department - Dept.
 Division - Div.
 Great Britain - Gt. Brit.
 Office - Off.
 Service - Serv.
 Union of Soviet Socialist Re-
 publics - U. S. S. R.
 United States - U. S.

3. For use of abbreviations See ANNOTATIONS; AUTHOR; CALL NUMBER; COLLATION; CONTENTS NOTE; IMPRINT; PART.

ABSTRACTS, EXTRACTS, AND SUMMARIES.

1. When the abstract, extract, or summary itself is cited, insert abbreviation, Abs., Extr., Sum., in parentheses, capitalized, after the title or after language note, if any.

Example:

THADANI, K. I., and MULCHANDANI, B. B. Improvement of Sind Deshi cotton. (Abs.) Indian Sci. Cong. Proc. 17:44. 1930. 513 In22

AGENCY.

1. As author. See AUTHOR, Corporate author.
 2. As publisher. See IMPRINT.

ALSO IN.

If an item is found in identical form in more than one periodical or if it is reprinted in some other form, that information may be given in a note beginning "Also in," "Also issued as," "Similar title in," "Reprinted in," etc. All publications of a given item need not be sought out and listed.

Examples:

Also in Paper Trade J. 116:27-33. Jan.1946. 302.8 P16;
 Naval Stores Rev. 57(39):7-12. Sept.24,1926. 98.82 N37;
 Business Week 937:21-22. Aug.6,1947. 280.8 Sy

Also, with title Vacuum drying of foodstuffs, in Soc. Chem. Indus. Chem. & Indus. 59:263. Apr.1940 382 M31C

See also NOTES, ORDER.

ANALYTICS.

Definition: The entry for a part of a work or for some article contained in a collection or serial, including a reference to the publication which contains the article or work entered.

Analytical entries are made freely for individual articles, bulletins, and chapters or other parts of books or serials.

ANALYTICS--Continued.

The arrangement for such entries is: 1, Author; 2, Title of article or part; 3, Author and/or title of book or serial; 4, Collation; 5, References; 6, Imprint; 7, Call number. For parts of books the word "In" underlined precedes the author of the book (3).

Examples:

GLEASON, G. Japanese question in California. In his What shall I think of Japan? p.204-211. New York, Macmillan, 1921. Libr. Cong.

SCHWARZ, L. J. Cocoa in the Dominican Republic. In Inter-American Economic and Social Council. Documentary material on cacao, pt. I, p.43-53. Washington, Pan Amer. Union, 1947. 68.3 In8

See also SERIALS, FORM OF ENTRY; WORKS IN PARTS.

ANNOTATIONS .

1. Bibliography of Agriculture: Use annotations only when necessary to clarify the title. A word or phrase, in brackets, added to the title may often be used instead of an annotation.
2. Special bibliographies and lists: Use annotations to indicate the scope or contents of the publication cited if they are not adequately shown by the title.
 - a. An annotation should be factual and informative: a concise statement of the exact contribution made by the work cited to the subject of the bibliography.
 - b. It should not evaluate.
 - c. Subjective, appraising, or laudatory statements should be omitted.
 - d. Conciseness and brevity are essential. Elliptical sentences may be used. Do not repeat information in the title.

Examples:

COTTERELL, G. S. Minor pests of cacao. Gold Coast. Dept. Agr. B. 13:100-106, illus. Ref. 1928. 24 G56B

Helopeltis bergerothi, Toxoptera aurantia, Ferisia virgatus, Xyleborus spp., Armastosternum buquestiana, and several undetermined species.

MAIDMENT, W. T. O. Correlation between rainfall and cacao yields in the Gold Coast, with special reference to effect of April rains on the following cacao crop. Gold Coast. Dept. Agr. B. 13:83-84. 1928. 24 G56B

Three folded charts show monthly percentages of rainfall and cacao yields at Kumasi Experiment Station (1920/21-1925/26), Asuansi Experiment Station (1920/21-1925/26), and Aburi Experiment Station (1919/20-1924/25).

- e. Abbreviations. Follow the rules and abbreviations given in the Government Printing Office Style Manual, 1945 ed., p. 95-101; and under ABBREVIATIONS 2c.
- f. Capitalization. See CAPITALIZATION.
- g. Punctuation. See CONTENTS NOTE; QUOTATIONS.
- h. Citation.

- (1) The citation of material in the publication annotated consists of page (or volume and page) referred to.

Example:

"Probably...paid less for them," p. 37.

- (2) The citation of material from separates consists of title, author, and page referred to.

Example:

Comment on this work is found in A Practical Guide to Successful Farming, by W. S. Moreland, Ed. 2, p. 98.

- (3) The citation of material from serials follows form of entry for serials, but call number is omitted.

Example:

"Describes...with other methods." - Rev. Appl. Ent., Ser. A 21:9. Jan. 1933.

See also CONTENTS NOTE; NOTES, ORDER; NUMERALS.

ANONYMOUS PUBLICATIONS.

Enter under Title.

ARRANGEMENT.

1. Bibliography of Agriculture: Items follow a fixed classification scheme, with items arranged alphabetically in each section.
2. Special Bibliographies: Items may be arranged alphabetically, chronologically, by a classification scheme, or in whatever manner best presents the material.
3. Do not repeat an item under a different classification.
4. Alphabetical arrangement is in accordance with A. L. A. Rules for Filing Catalog Cards.

AUTHOR.

1. Name

- a. Enter under surname followed by a comma and initials of the forename or forenames. U. S. D. A. Library catalog and A. L. A. Catalog Rules are authority for the form of name.

AUTHOR--Continued.

- b. Editor, compiler, etc. may be considered the author when no author is given. The abbreviation ed., comp., etc. follows the name.

2. Titles

- a. Foreign titles of rank, such as Sir, Lord, Viscount, Baron, are used when given.
- b. Dr., Prof., etc. are omitted.
- c. Mrs. is omitted, except when author uses her husband's forename.

Examples:

Smith, Mrs. F. for Mrs. Fred Smith.
Smith, F. for Mrs. Fanny Smith.

- d. Titles of members of religious orders are used when surname is not known.

Examples:

Francis, Brother
Ursula, Sister

3. Initials: Publications signed by initials only are entered under last initial.Example:

J., M. C. for M. C. J.

4. Joint authors

- a. If there are no more than three personal authors, cite all in author entry, separated by commas.
- b. If there are more than three, cite first author, followed by a comma and the words "and others" and give joint authors, in the sequence of the title page, in a note.

Examples:

CRUESS, W. V., GLAZEWSKI, I. G. A., and SEAGRAVE-SMITH, H. Experiments on frozen citrus juices and syrups. *Fruit Prod. J. & Amer. Food Mfr.* 26:8-10,25. Ref. Sept.1946. 389.8 F94

GREEN, E. L., and others. The use of sulfur dioxide in dehydration of eastern potatoes and other vegetables. *Fruit Prod. J. & Amer. Food Mfr.* 26:15-20,26. Sept.1946. 389.8 F94

C. W. Culpepper, J. S. Caldwell, and M. C. Hutchins, joint authors.

See also NOTES, ORDER.

5. Corporate author: Follow U. S. D. A. catalog practice.

AUTHOR--Continued.

- a. Enter under corporate author if there is no personal author.

Examples:

SOCIETY OF BIOLOGICAL CHEMISTS. Proceedings, 1945. Bangalore, 1946. 100 p. 385 So13P

ARGENTINA. COMISION NACIONAL DE GRANOS Y ELEVADORES. La producción argentina de trigo en la campana 1944/45. Argentina. Com. Nac. de Granos y Elevadores. B. Inform. 10:116-127. June 30, 1946. 286.81 Ar3

U. S. SOIL CONSERVATION SERV. NORTHEASTERN REGION. Annual report, 1946/47. Upper Darby, Pa., 1947. 14 p. 56.9 So3

CALIFORNIA. AGRICULTURAL EXPERIMENT STATION. DIV. OF AGRICULTURAL ECONOMICS. Marketing California apples. Berkeley, 1930. 7 p. 280.39B C12

- b. Enter separates under corporate author if the personal author shows his affiliation with the agency responsible for the publication. Name of personal author or authors follows title preceded by "by," "von," "par," etc.

Examples:

U. S. BUR. OF AGRICULTURAL ECONOMICS. Analysis of variations in rice yields in Arkansas, Louisiana, and Texas, by R. R. Botts. Washington, 1946. 12 p. 1.941 S2R36

NATIONAL EGG PRODUCTS ASSOCIATION. Research report, by O. J. Kahlenberg. Chicago? 1950. 6 p. 47.9 N212Res

FRANCE. CONSEIL NATIONAL ECONOMIQUE. La réforme du statut du fermage et du métayage, par P. Fromont. Melun, Presses Universitaires de France, 1949. 107 p. (Études et Travaux 2) 282.174 F84

- c. If more than one agency is author, enter under first and list others in a note.
- d. Abbreviations: use only those listed under ABBREVIATIONS 1. d.

See also CONFERENCES AND CONGRESSES; GOVERNMENT PUBLICATIONS.

6. Pseudonyms: Use pseudonym if author's name is not known.

See also CAPITALIZATION.

AUTHOR AS PUBLISHER. See IMPRINT. 2. d. & f.

BOOKS, FORM OF ENTRY.

Enter in the following order: author, title, edition (except first), imprint, collation, references to literature, series note, call number.

Example:

WILLIAMS, N. W. The people and politics of Latin America; a history. Rev. ed. Boston, Ginn, 1945. 961 p.
Ref. 134 W67

For further information on each part of the entry See that heading.

See also ANALYTICS.**BRACKETS.**

1. Use only when information is supplied in the title, the citation, or in a quotation. Punctuation is placed outside the bracket when material supplied is at the end of the title.

Examples:

SMITH, J. J. Corn industry [in Iowa]. Berkshire, Eng., Co. Council. Agr. Instr. Dept. [B.] 268, 10 p. 1949. 10 B256

2. Do not use brackets when material is supplied in collation, or imprint.

Examples:

4 p., not [4] p.
8(10):222-245, not 8(10):[222]-245.
Boston, Ginn, 1949? not Boston, Ginn, [1949?]

CALL NUMBERS.

1. The call number is the last item in the entry.
2. a. Give U. S. D. A. call numbers only.
b. For other libraries give name of library, abbreviated, omitting call number.
c. Use U. S. before names of Government libraries except Libr. Cong., Army Med. Libr., and U. S. D. A. branch libraries.

Examples:

Libr. Cong.
U. S. Dept. Com. Libr.
Army Med. Libr.
Beltsville Br. Libr.

3. Give call numbers for periodicals cited after "Also in," "Reviewed in," etc.

CAPITALIZATION.

1. **Author entry:** Write entire name in capitals but not additional words, such as and, ed., comp., pseud.

8 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
CAPITALIZATION--Continued.

2. Titles of books etc., in the entry: Capitalize the first word, proper nouns, names of institutions, and according to the practice of the language, proper adjectives.
3. Title entry: Write first word in capitals. If first word has less than four letters, write second word in capitals also.
4. Imprints: Capitalize proper names. In corporate names, capitalize first letter of each important word.
5. Citations of serials: Capitalize all words except conjunctions and prepositions.
6. Annotations: Follow Government Printing Office Style Manual.
7. Contents notes: Follow rule for titles, above 2.

Examples:

ORR, SIR J. B. The world food shortage. Farming Today Broadcasts 5:11-13. 1947? 10 F2228

HART, R. The new Merton cherries. J. Pomol. & Hort. Sci. 23:112-116. Sept. 1947. 80 J825

SULLIVAN, W. Statistical information in farm tenure in California. Berkeley, Calif. Agr. Col. Ext., 1947. 55 p. 275.2 C12Stb

In Pt. 1, The effects of legislation, it is noted...

AIRPLANES used in spraying fields. Seed World 31(4): 18, illus. Feb. 19, 1932. 61.8 Se32

Refers to control of grasshoppers in truck gardens; quotes E. W. Dippold of the Capital Seed and Fuel Co., Phoenix, Ariz.

U. S. BUR. OF THE CENSUS. United States census of agriculture: 1945. Volume II, General report. Statistics by subjects. Chapters I-X. Washington, 1947. 10 v. 157.41 G33238

Partial contents: Ch. I, Farms and farm property; Ch. II, Size of farms; Ch. III, Color and tenure of farm operator; Ch. VIII, Field crops and vegetables; Ch. X, Value of farm products, and type of farm.

See also EDITION; INDEX; SCIENTIFIC NAMES.

CHEMICAL FORMULAS.

Do not use formulas (e. g., H₂O for water) for names of chemical compounds in annotations, except in quotations.

COLLATION.

1. Definition: That part of the entry which specifies the volume, pages, illustrations, maps, etc., constituting the book or article.
2. Location: Collation follows imprint.
3. Language: Use English words and Arabic numerals.

COLLATION--Continued.

4. Illustrations are omitted from Bibliography of Agriculture. In special bibliographies use illus. to include illustrations, photographs, portraits, plates, diagrams, charts, etc. Where the fact that illustrations are colored is important, give as follows: 322 p., illus.(col.) or (pt.col.).
5. Maps are omitted from Bibliography of Agriculture, except that when the entire publication is a map, the word, map, is substituted for the pagination. In special bibliographies note them when important.

Example:

440 p., illus., maps.

6. Paginga. Books

- (1) Give main paging only. Omit preliminary or supplementary pages unless it is necessary to refer to material on those pages.
- (2) If two main pagings are given write as follows: 63, 74 p.
- (3) If book is in more than one volume use number of volumes and not number of pages.
- (4) Atlas. If one volume of the work is an atlas, give as follows: 284 p., and atlas; 2 v., and atlas.

b. Serials. See SERIALS, FORM OF ENTRY.

CONFERENCES AND CONGRESSES.

1. As author. Use following form:

INTERNATIONAL LABOR CONFERENCE, 28,
 SEATTLE, 1946. Food and catering on board ship;
 fourth item on the agenda. Internat'l. Labour Off. Rpt.
 4,37 p. 1946. 389.2 In82

2. As citation. See SERIALS, FORM OF ENTRY, 2. b.

CONTENTS NOTE.

1. Capitalization. See CAPITALIZATION.
2. Abbreviate and capitalize Ch., Pt., and Sect.
3. Use Arabic numerals unless Roman numerals have been used in the title.
4. Use a colon after the terms Contents or Partial contents, a comma after the chapter number, semicolons between chapter titles.

Example:

Contents: Ch. 1, Root diseases; Ch. 2, Stem diseases;
 Ch. 3, Pod diseases; Ch. 4, Witches' broom diseases
 (Marasmus perniciosus Stahel); Ch. 5, The preparation
 or "curing" of cacao.

CONTENTS NOTE--Continued.

5. Give paging only when parts of chapters are mentioned. Do not give paging when chapter number is used, except in the case of parts separately pagged.

Examples:

MALLAMAIRE, A. Extraits du Rapport de la Station Expérimentale du Palmier à Huile de la Mé, année 1933. Com. d'Etudes Hist. et Sci. de l'Afrique Occident. Franç. B. 17:433-485. July/Sept.1934. 515 P21
Cacao parasites, p. 447-461; Cacao diseases, p. 490-491.

U. S. QUARTERMASTER CORPS. QUARTERMASTER FOOD AND CONTAINER INSTITUTE FOR THE ARMED FORCES. [Manuals on food], v. 1. Fruits and vegetables. Washington?1946. various pagings. 152.71 M314

Contains the following parts: 1, Fresh and dried fruits, by J. Novick and W. S. Richert, 120 p.; 2, Fresh and dehydrated vegetables, by J. Novick, 89 p.; 3, Irish potatoes, by J. Novick, 36 p.; 4, Onions, by M. W. Miller, 25 p.; 5, Quick-frozen fruits and vegetables, by J. Novick, 23 p.

U. S. BUR. OF THE CENSUS. 16th Census of the United States, 1940. Census of business. Washington, 1942-43. 5 v. in 7. 157.4 C168

Vol. 1, in 3 pt., includes statistics of employment, payrolls, types of operations, stocks, and commodity sales for retail establishments, including lumber and furniture; Vol. 2, Wholesale; Vol. 5, Distribution of manufacturers' sales, by commodities listed according to industry groups.

PYKE, E. E. The vegetative propagation of cacao, I-V. Imper. Col. Trop. Agr. [Trinidad] Cacao Res. Ann. Rpt. 1:4-9. 1931, pub.1932; 2:3-9. 1933, pub.1934; 3: 4-11, illus. 1933, pub.1934. 68.39 C11

I, A survey of possibilities; II, Softwood cuttings; III, Observations on varietal differences in the rooting behaviour of cacao cuttings; IV, Propagation by softwood cuttings under estate conditions; V, Notes on the dimorphic branching habit of cacao.

See also NOTES, ORDER.

CONTENTS, TABLE OF.

Give a table of contents at the beginning of the Bibliography of Agriculture and of all classified special bibliographies.

CONTINUED ARTICLES.

1. When parts are not numbered Cont. in parentheses is placed after the pagination of any but the last installment; Concl. is used when it is definitely stated that the article is concluded.

Examples:

GROS, A. La reconstitution du vignoble au landemain de la guerre. France Agr. 1(8):1,3. (Cont.) July 28, 1945. 14 F8497

CONTINUED ARTICLES--Continued.

GROS, A. La reconstitution du vignoble au lendemain de la guerre. France Agr. 1(9):1,3. (Cont.) Aug.4,1945. 14 F8497

GROS, A. La reconstitution du vignoble au lendemain de la guerre. France Agr. 1(10):1,3. (Concl.) Ref. Aug.11,1945. 14 F8497

2. If installment is numbered "Part 1," etc. cite as follows, omitting word "part":

Example:

SMITH, J. G. Cucumber marketing. I. Calif. Cult. 7:41-45. July 1946. 6 C12

3. When several installments are included in one entry, separate uninterrupted series of pages by commas, use a semicolon and a space before a new volume or issue number. Give inclusive dates.

Examples:

GROS, A. La reconstitution du vignoble au lendemain de la guerre. France Agr. 1(8):1,3; (9):1,3; (10):1-2,4. July 28-Aug.11,1945. 14 F8497

MATTHEWS, J. R. Plant life in Britain. Roy. Hort. Soc. J. 71:225-239,261-270,301-376. Aug.-Oct.1946. 84 L84J

HUMPHRIES, E. C. Wilt of cacao fruits (*Theobroma cacao*). Ann. Bot. [London] (n.s.)7:31-61; 8:57-70. Ref. Jan.1943-Jan.1944. 450 An7

COMINOTTI, L. Livestock diseases which influence the dairy industry. (In Italian.) Mondo del Latte, Aug.1947:23-24; Oct.1947:23-26; Nov.1947:21,23-24; Jan. 1948:17,19-20; May 1948:19-21. 44.8 M74

CORPORATE AUTHOR. See AUTHOR, Corporate Author.

CROSS REFERENCES.

See or See also references are rarely used in the body of a bibliography. Use them freely in the index.

DATES.

1. Give all dates in English.
2. When one issue covers 2 or more months, use the virgule (Oct./Nov., Oct./Dec.).
3. For 2 or more separate consecutive issues, use a hyphen (Oct.-Dec.).
4. For 2 or more separate issues not consecutive, use a comma (July,Oct.)

12 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE

DATES--Continued.

5. When one issue covers a fiscal year, use the virgule (1942/43).
6. When one issue covers the work of a 2 calendar or fiscal years, use hyphen (1942-43, 1941/42 - 1942/43).
7. Omit date of publication for serials when it is the same as that in collation.
8. Convert year dates of non-Christian eras into corresponding year of Christian era.

Example:

1937, not Fascist year XV.

9. When the name of a season is given instead of that of a month, use it.
10. For issues covering parts of months, supply the day if it is not given.

Examples:

1. Aprilheft (1st April issue) — Apr.1.
2. Aprilheft (2d April issue) — Apr.15.

2^e quinzaine de decembre 1948 — Dec.15, 1948/Jan.1,
et 1^{re} quinzaine de janvier 1949 1949.

See also IMPRINT, Date.

DIACRITICAL MARKS.

1. Supply according to dictionary usage of the language.
2. Disregard in arranging authors' names.

DISCUSSION.

Include the discussion in the main citation. Add note: Includes discussion. If it is necessary to include the name of names of the person making the discussion, the note should read: Includes discussion by W. K. Jones, F. H. Smith, and D. T. Brown.

EDITION.

1. Edition note should be given for any edition but the first.
2. Edition note follows title.
3. Capitalize first word of edition statement.

Example:

Rev. ed.

4. Use standard abbreviations.
5. Use the English language .

EDITION--Continued.

6. Use Arabic numerals. Numeral follows Ed.
7. In special bibliographies cite only the latest edition unless essential material is contained in an earlier edition only.

Examples:

Ed. 2.
Ed. 3, rev.
Ed. 4, rev. by John Doe
Ed. 4, rev. and enl.
B.229, rev.

EDITOR.

Give as follows when used in place of author: SMITH, J. A., ed.

ELLIPSIS.

Three periods are used to mark the omission of a part of a quotation or a part of a title. In general, omissions at the beginning or end of a quotation or title are not indicated. When the three periods are used in a title to indicate something other than an omission, change to some other suitable mark of punctuation.

ENTRY, FORM OF.

Enter under personal author, corporate author, or, if no author is given, under title.

See also BOOKS, FORM OF ENTRY; FOREIGN LANGUAGE ENTRIES; SERIALS, FORM OF ENTRY.

EXTRACTS.

Follow form used for ABSTRACTS, or ALSO IN.

FOREIGN LANGUAGE ENTRIES.**1. Special bibliographies.**

- a. Give title in the vernacular, if possible. Give also any added titles in a better-known language.
- b. Transliterate from alphabets other than Roman.
- c. For non-alphabetic languages, or when only translated title is available, give English title without brackets, followed by the name of the language in parentheses. (In Chinese.)
- d. Note summary in English, or in another Western European language, including it in main pagination; include pagination after summary note only when summary is separated from main article.
- e. Use English for edition note and collation.

14 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
FOREIGN LANGUAGE ENTRIES--Continued.

Examples:

DOMAC, R. Anatomska grada vegetativnih organa mekinjaka (*Drypis spinosa* L.). The anatomical structure of the vegetative organs of *Drypis spinosa* L. Zagreb. U. Bot. Inst. Izu. 12/13:133-164. Ref. 1949. 451 Z1
English summary.

PACKARD, W. E. E theoria kai e praxis tes ardeuseos. Athenai, 1949. 55 p. (Programma Geor-gikón Epharmógón kai Beliōseiōn. Seira Epistēmonikón Ekdōsōn. 1) 55 P12
Irrigation.

OHNO, T., and TAKEUCHI, T. The bitter substance produced in black rotted sweet potato. I. (In Japanese.) Botyu-Kagaku 12:26-29. June 1949. 421 B65

English summary.

2. Bibliography of Agriculture.

- a. Separates and monographs (any case in which the title cited is that of the entire piece in hand, or is separately paged or when the title might be listed in a catalogue as an independent publication).
 - (1) Give title in the vernacular, if possible. Give also any added titles in a better known language.
 - (2) Transliterate from alphabets other than Roman.
 - (3) For non-alphabetic languages, or when only translated title is available, give English title without brackets followed by the name of the language in parentheses. (In Japanese.)
 - (4) Note summary in English or another Western European language, including it in main pagination; include pagination after summary note only when summary is separated from main article.
 - (5) For titles in languages other than French, German or Spanish, give translation in brackets following title, or add a brief note explaining the content.

b. Analytics for articles in journals.

- (1) Give titles in French, German, or Spanish in the vernacular.
- (2) For all other languages give an English title followed by the language in parentheses. (In Russian.)
- (3) Note summaries in English or another Western European language, including it in main pagination; include pagination after summary note only when summary is separated from main article.
- (4) Give title of the journal in the vernacular, if possible, transliterate if necessary.

FOREIGN LANGUAGE ENTRIES--Continued.

Examples:

AGAPOV, S. P. Growing seeds of radishes.
 (In Russian.) Sad i Ogorod 2:50-55. Feb.1946.
 87 Sa1

SLIJPER, E. J. On the spinal column of our
 domestic animals. (In Dutch.) Tijdschr. v. Dier-
 genessk. 71:677-687. Sept.1,1946. 41.8 T431
 English summary.

NEGRUTIU, E. Practical observations and
 scientific contributions on raising medium Yorkshire
 pigs. (In Rumanian.) Inst. de Cercet. Agron. Ro-
 maniei An. 15:47-58. 1945. 21 R86A
 French summary.

SCHEUNERT, A. Grünland und gesundheit-
 der tiere. Deut. Landwirt. Presse 73(16):2-3.
 July 22,1950. 18 D482

NESTERVOD'SKII, V. A. Ak oderahaty
 bil'she roiv medu ta vosku [How to obtain more
 swarms, honey, and wax]. Kyiv Kharkiv, Derzhavne
 Vydavnitstvo Sil'skohospodars'koe Literatury USSR,
 1946. 63 p. 424 N37

GEOGRAPHIC NAMES.

Authorities for spelling:

1. Webster's Geographical Dictionary.
2. Postal Guide (U. S. and International).

GOVERNMENT PUBLICATIONS. Follow A. L. A. Catalog Rules.

1. Enter analytics under individual author if there is one.
2. Enter separates under issuing office unless the individual au-
 thor is not officially connected with it. Follow title with "by,"
 "par," "von," etc., and names of individual authors if any. In
 general, use as author or publisher the name of bureau or office
 rather than name of department and subordinate bureau or of-
 fice. If bureau name is not distinctive without department
 name, use both. When name of division, section, or regional of-
 fice is needed to identify the publication, it may be used sub-
 ordinate to the name of the bureau or office.

Examples:

CANADA. GRAIN RESEARCH LABORATORY.
 Protein content of hard red spring wheat, 1950 crop, final
 map as of October 31. Winnipeg,1950. map. 59.9 C161P

CALIFORNIA. SEED POTATO CERTIFICATION
 SERV. Final report, 1950. Sacramento,1950. 33 p.
 75.9 C122

16 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
GOVERNMENT PUBLICATIONS--Continued.

U. S. FOREST. SERV. LAKE STATES FOREST EXPERIMENT STATION. What do fence posts cost on an annual basis? by J. R. Neetze and S. A. Engene. St. Paul, 1950. 3 p. 1.9622 L2W55

REITZ, R. C. Method for controlling the moisture content of wood going into furniture production. U. S. Forest Serv. Forest Prod. Lab. Mimeog. R1685, 19 p. 1947. 1.9 F761R

IMPRINT.

Definition: Imprint consists of the place of publication, name of publisher, and date.

1. Place.

- a. Do not abbreviate names of cities.
- b. Give name of State, Province, or country, abbreviated, without brackets, for little-known cities, or where needed to distinguish two cities with the same name.
- c. If more than one place is given, use only one. Give the first unless arrangement or size of type indicates another to be more important.
- d. If there is no place on the title-page, supply one from another part of the publication, if possible. If none is found use n.p. without brackets.
- e. Use a comma after the name of the place.

2. Publisher.

- a. Give publisher's surname only. Give all surnames of firm name of publisher.
- b. If more than one publisher, give only the first.
- c. In corporate names, use single-word abbreviations except for foreign-language names which are written in full. Omit prepositions, initial articles and Co., Ltd., Inc., Sons, and their foreign equivalents.
- d.
 - (1) Use name of governmental unit and issuing agency as publisher when personal author has been used.
 - (2) Omit as publisher when used as author.
 - (3) Omit Govt. Print. Off.
 - (4) Use abbreviations from Bibliog. B. 12 for English words.
- e. Name of printer may be used when no publisher is given.
- f. Omit "Privately printed" and "Published by the author."
- g. Use a comma after name of publisher.

IMPRINT--Continued.

3. Date.

- a. Last item in imprint, followed by period.
- b. If no date is given on the title page, use, without brackets, copyright or other date found in the publication. If no date can be found, use approximate date with question mark, or n.d.

Examples:

New York, Macmillan, 1941.
Berkeley, U. Calif., 1938.
Washington, U.S. Bur. Census, 1943.
Portland, Oreg., Moulton, 1941.
New York, Farrar & Rinehart, 1946.
Boston, Little, Brown, 1948.
Upper Darby, Pa? 1949?

INDEX.

1. Bibliography of Agriculture: Separate author and subject indexes are prepared.2. Special bibliographies.

- a. Subject and author indexes are usually prepared, especially for chronological or classified bibliographies. They may be combined.
- b. For unclassified, alphabetically arranged bibliographies, omit the names of first authors from the index, and give a statement to this effect at the beginning of the index.

3. For both types of bibliographies.

- a. Use a capital for the first letter of the main heading and lower-case letters for sub-headings.
- b. Number each item and refer to item numbers in the index.

See also ABBREVIATIONS.

INTRODUCTION.

An introduction, if it is needed, should be limited to the subject matter of the bibliography and should be written by a specialist in the field.

See also PREFACE.

ITEM. Definition: The entry and its notes.

NAMES, PERSONAL. Follow A. L. A. Catalog Rules.

NOTES, ORDER

1. Joint authors or cooperating agencies.

NOTES, ORDER--Continued.

2. Descriptive note of physical make-up, e. g. typewritten.
3. Thesis note.
4. Summary in another language.
5. Contents, or partial contents.
6. Abstract, or descriptive annotation.
7. Discussion by others.
8. Also in; also published as; reprinted from; abstract in.

NUMERALS.

1. Subtitles: When numbered as parts of sections, use the type of numeral found on publication. Use Arabic numerals instead of words.
2. Collation and citation: Use Arabic numerals.
3. Contents notes: Use Arabic except when Roman has been used in the title.
4. Annotations: Follow Government Printing Office Style Manual, that is, use figures for dates, amounts, measurements, time, and statistics; and for numbers ten and above.

Examples:

on the fifth day.
 over six selected plots of 25 acres each.
 6 lbs. 4:30 p. m.
 yields 10 times as large.

PAMPHLETS, FORM OF ENTRY.

1. Enter separate pamphlets as books. See BOOKS, FORM OF ENTRY.
2. Enter pamphlets in series as serials. See SERIALS, FORM OF ENTRY.

PART.

1. Omit the word part in title entry.

Example:

EDWARDS, H. T. Outlook for Philippine
 abaca. I. Cord Age Mag. 47(4):5-6,8. Oct. 1947. 73.8 C812

2. Abbreviate in contents note.

Examples:

Pt. 1, An analysis of consumers' cooperative enterprise; Pt. 2, The regulative accomplishments and possibilities of consumers' cooperative in the

PART--Continued.

present economy.

Pt. 1 deals with the restoration of economic functions.

PATENTS.

1. In entry give patentee, title, country, number of patent, and date of issue. If original patent is not seen, give source of reference in note.

Examples:

NORTH, C. E. Improvements in process of making butter from artificial cream from milk. Brit. Pat. 199,636. June 28, 1923.

PENN, F. H. Hydrogenated butter method. U. S. Pat. 2,272,578. July 31, 1941.
Abstract in U. S. Pat. Off. Off. Gaz. 535:322. Feb. 10, 1942. 156.65 Of2

NORTH, C. E. Verfahren zur gewinnung von öl aus milch. German Pat. 398,907. July 18, 1924.

TER HORST, W. P. Parasiticide. U. S. Pat. 2,424,199. July 15, 1950.
Abstract in Chem. Abs. 41:7642. Mar. 15, 1947. 381 Am33C

2. Plant Patents.

For the Bibliography of Agriculture use the following form:

Example for one patent:

U. S. PATENT OFF. Plant patent 674. Roberts, W. L. Apricot tree. 1 p., 1 col.pl. Apr. 2, 1946. 156.65 P69

Example for several patents entered in one issue:

U. S. PATENT OFF. Plant patents. 7 Nos. 1946. 156.65 P69
Contents: 672. Boerner, E. S. Rose plant. 2 p., 1 col.pl. Apr. 2; 673. (etc.)

3. In notes give as follows: "as patented by R. Backhaus and P. Schach (German Pat. 84,907. Apr. 30, 1895), and the..."

PERIODICALS. See SERIALS.

PREFACE.

Special bibliographies usually contain a preface giving as much of the following information as is pertinent, not necessarily in this order:

1. Description of scope of the bibliography.
2. A statement of its limitations and any deviations not

PREFACE--Continued.

obvious from the description of scope.

3. Explanation of the standards employed in selecting items.
4. Explanation of any departures from the standard form of entry.
5. Explanation of the arrangement of entries.
6. Description of the index.
7. Acknowledgements.

See also INTRODUCTION.

QUOTATIONS.

1. Quotation marks are always used to enclosed quoted material in notes.
2. Quotations are followed by a reference to the publication and/or page quoted.
3. Copy quotations exactly, word for word, indicating any omissions, except at the beginning or end, by three periods.

Example:

"Probably...paid less for them," p. 37.

REFERENCES TO LITERATURE.

1. Cite bibliographies, lists of references to literature, bibliographical footnotes, etc., of ten or more items, which are included in books or articles, by placing the abbreviation "Ref." after the collation.
2. If a bibliography needs special attention because of a distinctive title or because a special phase of the subject is treated, give in a note. See also NOTES, ORDER.
3. Omit paging of references to literature unless the list is extensive.

Examples:

AFIFY, A. Chromosome pairing and chiasma formation in Aloe. Fouad I U. Facul. Sci. B. 25:95-110. Ref. 1945. 515 Eg92

MALIN, J. C. The grassland of North America. Lawrence, Kans., 1947. 398 p. Ref., p. 336-397. 463.89 M29

QUARRELL, C. P. Intensive salad production, including some vegetables. Ed. 3. London, Lockwood, 1945. 250 p. Ref. (Agricultural & Horticultural Handbook) 91.45 Q2

REFERENCES TO LITERATURE--Continued.

WILLIAMS, M. W. The people and politics of Latin America; a history. Rev. ed. Bost, Ginn, 1945. 961 p.
Ref. 134 W67

SMITH, J. G. Cucumbers. J. Agron. 17:25-150.
Ref. May 1946. 10 J82
Bibliography on cucumbers of New Zealand, p.145-150.

REPRINTS.

List original publication rather than reprint whenever the original is available. When reprint is listed, give source in note.

Example:

COVILLE, J. V. The Yankee in tropical agriculture. 1899. 5 p. 38 C83
Reprinted from The Independent 51:3011-3015. Nov. 9, 1899.

SCIENTIFIC NAMES.

1. Capitalize name of order, family, or genus; lower case name of species; capitalize authority (name of person describing the genus or species) when it follows the name of the genus or species.

Example:

DRAKE, C. J. The European corn borer [Pyrausta nubilalis].

SERIALS, FORM OF ENTRY.

1. Single issue entered as a whole (Proceedings, reports, yearbooks, etc.). Give author, title (usually abridged), collation, imprint. Make analytics also for signed articles.

Examples:

U. S. DEPT. OF AGRICULTURE. Yearbook of agriculture, 1943/47; Science in farming. Washington, 1947. 930 p. 1 Ag84Y

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS. Annual report of the director-general to the FAO conference. 1, 1945/46. Washington, 1946. 45 p. 389.9 F735Dg

NATIONAL FARMERS' UNION. BERKSHIRE EXECUTIVE. Berkshire farmers' year book, 1946. Reading, Eng., 1946. 36 p. 10 B45

WESTERN AUSTRALIA. DEPT. OF AGRICULTURE. Annual report, 1944/45. Perth, 1946. 49 p. 23 W52

CONGRES INTERNATIONAL DE ZOOLOGIE, 10, BUDAPEST, 1927. [Rapport.] n.p. 1929. 2 v. 410.9 In8

22 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
SERIALS, FORM OF ENTRY--Continued.

WISCONSIN ACADEMY OF SCIENCES, ARTS AND LETTERS. Transactions, v. 38, 1946. Madison, 1947.
360 p. 500 W75

NEBRASKA ACADEMY OF SCIENCES. Proceedings, fifty-seventh annual meeting, May 2-3, 1947. Lincoln, 1948. 28 p. 500 N27P

HAWAIIAN SUGAR PLANTERS' ASSOCIATION. Proceedings of the sixty-seventh annual meeting, Honolulu, Oahu, T. H., December 1, 2 and 3, 1947. Honolulu, 1948.
170 p. 65.9 N314

PAPER mill news, annual review number 70(15),
130 p. Apr. 12, 1947. 302.8 P195

2. Analytics from serials: The citation is a reference to the series and/or issue of which the item is a part. It consists of title (abbreviated), volume and/or issue number, paging, and date.

See also ABBREVIATIONS; CONTINUED ARTICLES; DATES.

a. Standard Style.

- (1) When the item cited is paged as part of a larger whole, use colon style (volume and/or issue number followed by colon and inclusive paging).

Examples:

Rev. Internat'l. Coop. 28:103-107. Mar. 1945.
Business Week 937:21-22. Aug. 6, 1947.
Moçambique 26:73-90. Apr./June 1941.
Maine. Agr. Expt. Sta. B. A41:125-254. Apr. 1946.
Roy. Hort. Soc. Lily Ybk. 7:18-23. 1938.
Amer. Soc. Hort. Sci. Proc. 48:74-80. Dec. 1946.
Soviet Agron. 4:72-73. Apr. 1947.
Siembra 12:3-4. Dec. 1947.

- (2) When the item cited is paged separately use comma style (volume or issue number followed by comma and total paging).

Examples:

U. S. D. A. Misc. P. 110, 40 p. Jan. 1941.
Mich. Agr. Expt. Sta. C. B. 201, 15 p. June 1946.
79th Cong., 1st sess., Senate Rpt. 808, 2 pt. 1933.
73d Cong., 1st sess., Senate Doc. 12, 2 v. Aug. 1945.
League of Nations P. II. A 16, 365 p. 1934.
United Nations Econ. & Soc. Council 3/4, 4 p.
U. S. Bur. Ent. & Plant Quar. Insect Pest Survey. Spec. Sup. 9, 5 p. Nov. 19, 1947.

- (3) Disregard issue numbers within volumes unless issues are separately paged, in which case give issue number, in parentheses, after volume number.

SERIALS, FORM OF ENTRY--Continued.

Examples:

Naval Stores Rev. 57(39):16-17. Dec.17,1947.
 Farm J. 72(2):23-25. Feb.1946.
 Ill. Biol. Monog. 14(4),119 p. 1940.
 Arkiv f. Zool. 38A(9),33 p. Aug.5,1946.

- (4) When both continuous and separate pagings appear on the publication use the continuous paging.

Examples:

Chim. & Indus. [Paris] 45:307-318. Apr.1941.
 (not 55T-66T)
 Mich. Farmer 209:117,136. Feb.21,1948.
 (not 209(4):5,24)

- (5) Give date in the fullness in which it appears on the publication.
- (6) When volume number, issue number, or date is incorrect, enter as follows:

28,i.e.29(4):16-17.
 28(4,i.e.5):16-17.
 Jan.1950,i.e.1951.

b. Variations in volume and issue numbering requiring modifications of the standard style.

- (1) Use complete date in place of volume number when there is no volume or issue number. Do not repeat date.

Examples:

U. S. D. A. Ybk. 1942:393-401.
 Forest & Outdoors, Apr.1946:97-98.
 Va. State Forester. Rpt. 1918-19:41-43. 1920.
 Cong. Internatl. de Sylvicult. Compt. Rend.
 Détailé 1900:606-623. (in 1 vol.)
 Cong. Internatl. de Sylvicult. Actes 2:127-169.
 1926. (in several vols.)

- (2) Daily newspapers and their supplements: disregard volume number. Do not repeat date.

Examples:

Washington Post, Mar.4,1948:1,12.
 Disregard "No. 20,194."
 Washington Post, Mar.4,1948:3B.
 N. Y. Times, Mar.5,1948:2,14.
 Disregard "Vol. XCVII, No. 32915."
 N. Y. Times Book Rev., Feb.29,1948:5.
 No volume number appears.
 N. Y. Times Mag., May 5,1935:16.
 No volume number appears.

24 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
SERIALS, FORM OF ENTRY--Continued.

(3) Series numbers.

- (a) When series is needed to identify volume numbering give series in English in parentheses preceding volume number. Use abbreviation "n. s." for "new series," and "ser." for other series.

Examples:

Science (n.s.)59:310-311. Apr.4,1924.
Highland Ind. Agr. Soc. Soct. Trans.
(ser.5)59:116-152. 1947.

Wirtschaftsdienst (n. s.)26(8):146-147.
Feb.21,1941.

- (b) When continuous volume number appears in addition to series volume number, give only the number used in library records.

Examples:

Rec. des Trav. Chim. des Pays-Bas 43:
434-446. 1924. (Disregard ser.4, v.5)

- (c) When publication has more than one series title and number use the series by which it is cataloged, disregarding additional series.

Examples:

Gold Coast Dept. Agr. B. 16:25-26. 1929.
Disregard "Ybk. 1928."

Kans. U. Humanistic Studies 2(2):1-3.
1940. (Disregard "Kans. U. B. 17(18).")

Va. Agr. Expt. Sta. Rur. Social. Rpt. 14,
16 p. June 1940. (Disregard "Rur. Youth
Surv. Rpt. No. 2.")

Internatl. Assoc. Milk Dealers Assoc. B.
22:573-580. 1941. (Disregard "Proceedings
33d meeting.")

J. Heredity 33:59-64. Feb.1942. (Disre-
gard footnote "Missouri Agricultural Ex-
periment Station Journal Series No. 793.")

Paper Trade J. 118(21):39-41. May 25,
1944. Not 118 (TAPPI Sect.):183-185.

- (4) If the issue of a serial publication includes material having different serial titles and separately paged, cite title governing paging of the item entered and, preceded by In, give title and volume number of main serial before date of publication.

SERIALS, FORM OF ENTRY--Continued.

Examples:

MENIAUD, J. Le teck et sa propagation en Afrique Tropicale. Assoc. Colon.-Sci. Actes & Compt. Rend. 6:169-182. In Rev. de Bot. Appl. et d'Agr. Trop. 10. Aug./Sept. 1930. 26 R323

STEVENS, A. F. Practical poultry culture. Farmers' Inst. Proc., Feb. 9, 1910:25-31. In R. I. State Bd. Agr. Annu. Rpt. 26. 1910, pub. 1911. 2 R34R

PRESCHER. Das sollte uns zu denken geben! Deut. Forstmann, p. 45-46. In Forst u. Holz 5(16). Aug. 15, 1950. 99.8 F7724

- (5) If the publication date differs from the date of the volume write "pub." and date of publication after date of the volume.

Examples:

Natl. Country Life Conf. Proc. 6:87-91. 1923, pub. 1924.

Finska Vetensk. Soc. Arsb. 18(B2), 21 p. 1939/40, pub. 1940.

Madrid. Jard. Bot. An. 4:5-10. 1943, pub. 1944. Kans. State Bd. Agr. Bien. Rpt. 30:15-31. 1935-36, pub. 1936.

Cong. Internat'l. du Bois. Rap. 2(22), 6 p. 1931, pub. 1937.

- (6) Supplements: Use abbreviation sup. following, or in place of, issue number, unless supplement is part of the name of the publication.

Examples:

Amer. J. Trop. Med. 26(5, sup.):57-94. Sept. 1946.

J. Bot. 53(sup. 2), 44 p. 1915.

Plant Disease Rptr. Sup. 110:55-57. Oct. 1945. Österr. Inst. f. Wirtforsch. Monber. 23(8, sup. 12), 10 p. Aug. 1950.

SERIES

1. Series notes for separates.

- Give series note in parenthesis following collation.
- Numbered series are usually treated as analytics from serials unless the item is classified as a separate.

Examples:

JAMIESON, G. S. Vegetable fats and oils. Ed. 2. New York, Reinhold, 1943. 508 p. (American Chemical Society Monograph 58) 308 J24

26 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
SERIES--Continued.

HUME, H. H. The cultivation of citrus fruits. New York, Macmillan, 1926. 561 p. (Rural Science Series) 99.33 H88C

2. Series as part of serial title: When the series corresponds to a separate section of a publication with distinct subject matter and pagination, give the series as part of the title before the volume number, preceded and followed by commas. Omit title corresponding to lettered or numbered series.

Examples:

Roy. Soc. London. Proc. Ser. B. 111:53-73.
Rev. Appl. Ent. Ser. A 36:118-119.
Zentbl. f. Bakt. Abt. I, Orig. 149:349-355.
Zentbl. f. Bakt. Abt. I, Ref. 141:446-448.
Zentbl. f. Bakt. Abt. II 104:427-430.

3. Series as part of volume numbering. See SERIALS, FORM OF ENTRY 2b (3).

SPEECHES by U. S. D. A. personnel.

Enter under name of person who makes the speech using the agency to which the person belongs as publisher. Give in a note the meeting, place, and date.

Example:

WICKARD, C. R. Electricity in agriculture. Washington, U. S. Rur. Electrif. Admin., 1951. 13 p.
1.91 A2W63
Paper presented to the Sectional meeting of the World Power Conference, New Delhi, India, Jan. 10-15, 1951.

SUBTITLES.

Omit subtitle if title is adequate without it, or if information added by subtitle can better be given in the annotation. When subtitle is used, separate title and subtitle by a semicolon unless other punctuation is used in publication.

See also NUMERALS.

SUMMARIES AND ABSTRACTS.

Follow form for ALSO IN.

See also FOREIGN LANGUAGE ENTRIES.

SYMPOSIUMS.

Bibliography of Agriculture: List a symposium as a whole in addition to the analytics for separate articles. If the symposium is on one specific subject and the number of contributors is not large, give contents in note instead of analytics.

THESES, DISSERTATIONS, ETC.

Follow catalog practice in giving thesis note.

Examples:

NOGGLE, G. R. The physiology of polyploidy in plants. Urbana, Ill., 1945. 7 p. 463.4 N68
Abstract of thesis (Ph.D.) - University of Illinois.

ALLENDORF, B. Maul- und Klauenseuche und Witterung. München, 1932. 33 p. 41.2 AL52
Inaug.-Diss. - Munich.

TITLE.

1. Copy the title exactly as it appears on the title page, but abridge long titles.
2. Supply diacritical marks, if needed.
3. Supply title in brackets when none appears.

See also CAPITALIZATION, Titles of Books, etc.; SUBTITLES.

TRANSLATED TITLE. See FOREIGN LANGUAGE ENTRIES.

TRANSLATIONS.

Give author of original, translated title, name of translator, date, paging, and USDA Library's translation number. Give source of translation in a note.

Example:

GRANHALL, I. The marketing possibilities for Swedish spinning, fibres and the problem of quality, translated by E. Selman-Towt. Dec. 1949. 16 p.
Translation 6405.
Translated from Lin 10:223-233. Dec. 1943.

TRANSLITERATED NAMES AND TITLES.

Follow Library of Congress rules for transliteration.

TYPESCRIPTS.

Use the word, typewritten, as a note.

Example

ENGELMAN, G. Some economic and physical problems in the marketing of slaughter hogs on the basis of carcass weights and grades in the United States. Minneapolis, 1948. 273 p. Ref. U. Minn. Libr.

Typewritten.

Thesis (Ph.D.) - University of Minnesota.

See also NOTES, ORDER.

28 BIBLIOGRAPHICAL BUL. 16, U. S. DEPT. OF AGRICULTURE
U. S. CONGRESS, PUBLICATIONS.

1. Acts.

Examples:

U. S. LAWS, STATUTES, ETC. An act to prohibit the movement in interstate commerce of adulterated and misbranded food, drugs, devices, and cosmetics, and for other purposes. 75th Cong., 3d sess., Pub. 717, 22 p. Apr. 30, 1938.

U. S. LAWS, STATUTES, ETC. An act to amend the act entitled "An act for the control of floods on the Mississippi River and its tributaries and for other purposes," approved May 15, 1928. 49 Stat. L. 1508-1513.

U. S. LAWS, STATUTES, ETC. Oil land leasing act of 1920, with amendments and other laws relating to mineral lands, compiled by E. A. Lewis. Washington, 1935. 102 p.

2. Bills.

Example:

U. S. CONGRESS. HOUSE. A bill to provide for the conservation and proper use of privately owned forest lands, and thereby to secure the social and economic benefits of forests. 77th Cong., 1st sess., H. R. 3850, 41 p. Mar. 6, 1941.

3. Hearings.

Examples:

U. S. CONGRESS. HOUSE. COMMITTEE ON THE JUDICIARY. Collective bargaining for farmers. Hearing, 66th Cong., 1st sess., on H. R. 7783, Oct. 28-31, 1919. Washington, 1921. 136 p. 280.3 Un38

U. S. CONGRESS. SENATE. COMMITTEE ON BANKING AND CURRENCY. Amendments to the Federal Farm Loan Act. Hearing, 70th Cong., 2d sess., on S. 3241, 3684, and 4175, Feb. 26, 1929. Washington, 1929. 119 p. 284.2 Un31Af

4. Reports.

Example:

U. S. CONGRESS. SENATE. COMMITTEE ON BANKING AND CURRENCY. Rural credits. Report (to accompany S. 4280). 67th Cong., 4th sess., S. Rpt. 998, 9 p. 1923. 284.2 Un31R

5. Documents.

Example:

U. S. FOREST SERV. A national plan for American forestry. 73d Cong., 1st sess., S. Doc. 12, 2 v., illus. 1933.

WORKS IN PARTS.

For separate volumes of works in parts give author, title, imprint and collation of the separate volume and add author, title and part number of the entire work in parentheses following imprint.

Examples:

WILLKOMM, M. Grundzüge der pflanzenverbreitung auf der ibirischen halbinsel. Leipzig, Engelmann, 1896. 395 p. (Engler, A., and Drude, O. Die vegetation der erde, v.1) 452.9 En3Ve

MOUILLEFERT, P. Exploitation et aménagement des bois. Paris, Alcan, 1904. 476 p. (Traité de sylviculture, v.2) 99.55 M86

YEARBOOKS. See SERIALS, FORM OF ENTRY.

INDEX

	<u>Page</u>		<u>Page</u>
Abbreviations	1	Citation	
annotations.....	2	abbreviations.....	1
contents note	4	capitalization.....	8
edition note	9	dates.....	11 12
imprint	18	in annotation.....	4
Abstracts.....	2	numerals	18
Accents. <u>See</u> Diacritical marks.		Collation.....	9
Acknowledgements.....	20	abbreviations.....	1
Agency, as author.....	6	Compiler.....	5
Agency, as publisher.....	15	Conferences and congresses	9
Alphabetical arrangement	16	Congress. <u>See</u> U. S. Congress.	
Also in	4	Contents, table of	10
Annotations	2	Contents note.....	9 10
Analytics	3	capitalization.....	8
Government publications	18	Continued articles	10
numbered series	25	Corporate author.....	5 6
serials	22	Cross references.....	11
Annual reports. <u>See</u> Reports.		Daily newspapers	23
Anonymous publications...	4	Date	
Arrangement	20	imprint	7
Atlas.....	9	serials	11 23
Author.....	4	Diacritical marks.....	25
abbreviations.....	6	Discussion	12
as publisher.....	1	Dissertations. <u>See</u> Theses.	
capitalization.....	2	Edition	12 13
Author index.....	16	Editor	13 15
Books.....	17	Ellipsis	13 20
analytics for chapters ...	9	Entry, form of	13
Brackets.....	2	Extracts	2 13
Bureau. <u>See</u> Agency.		Foreign language entries	
Call numbers.....	7	Bibliography of Agriculture	14 15
Capitalization	8	special bibliographies..	13 14
Chapter	12	Forenames.....	4
analytics.....	17	Formulas, chemical.....	8
contents note	3	Geographic names	15
Chemical formulas	10		

	Page		Page
Government publications..	15	Punctuation--Continued	
See also Imprint, U. S.		imprint.....	16
Congress publications.		subtitle.....	26
Hearings.....	28	Quotations.....	20
Illustrations	9	Rank, titles of. See Titles	
Imprint.....	16	of rank.	
abbreviations.....	1	References. See Cross	
capitalization.....	8	references.	
Indexes.....	17	References to literature.	20
abbreviations.....	1	Religious orders, members of	
cross references.....	2	as author.....	5
Initials	4	Reports	12
Installment.....	10	Reprints	18
Introduction.....	11	Scientific names.....	21
Issue numbers	17	Serials, form of entry ...	21 - 25
Item.....	22	Series	
Joint author.....	5	separates.....	25
Maps.....	17	serials.....	24
Married women, as author	9	Similar title	2
Names, personal	5	Single issues of serials..	21
Newspapers.....	4	Societies and Institutions.	
Non-alphabetic languages.	13	See Corporate author.	
Notes	14	Speeches by U. S. D. A.	
2 5 9 12	14	personnel	26
17 18 20	27	Subject index	17
abbreviations.....	1	State publications. See	
Number of periodical. See		Government publications.	
Issue numbers.		Subtitle.....	18
Numbered series.....	22	Theses	27
Numerals.....	9	Summaries.....	2
Omission of words. See	13	in another language.	13
Ellipsis.	18	14	18
Order of notes	17	Supplements	
Paging.....	18	serials	25
references to literature.	9	Supplied title	27
Pamphlets. See Books,	24	Symposiums	26
Serials.	20	Table of contents.....	10
Part	10	Title	27
Patents.....	18	capitalization	8
Periodical citation. See	19	Titles of rank..	5
Citation.		Translated title	14
Personal author	4	Translations....	27
Place of publication	6	Transliteration	27
Preface	16	Transcripts.....	27
Printer.....	19	U. S. Congress publica-	
Proceedings	16	tions	28
Pseudonyms	21	U. S. Government publica-	
Publisher.....	6	tions. See Government	
Punctuation		publications.	
contents note	6	Works in parts.....	29
continued article	9	Yearbooks.....	21
dates.....	11		

